

**NOTICE**

There is a job opening in the **BAY COUNTY FINANCE DEPARTMENT.**

**JOB TITLE:**                      **ACCOUNT CLERK IV (TO14)**

**RATE OF PAY:**                \$15.81 per hour entry, progressing to  
\$18.80 per hour after 2 years (TU08)

This position falls under the U.S.W. Local 15157 collective bargaining agreement, although membership in the union is voluntary. 40 hours per week, requiring some overtime as directed by supervisor

**GENERAL SUMMARY:** Processes transactions requiring a thorough knowledge of countywide and departmental budgeting, accounting and reporting procedures and a general knowledge of these same procedures relative to grants. Performs a variety of accounting and reporting functions as primary accounts receivable clerk. Supervision is by the Finance Officer.

**TYPICAL DUTIES:**

1. From departmental records and in conformance with accounting standards and procedures, reviews cash receipts to verify accuracy of coding, making changes as necessary.
2. From departmental records and in conformance with accounting standards and procedures, processes departmental invoices and journal entries.
3. Has responsibility for specific journal and ledger maintenance, including posting, balancing and reconciling accounts receivables.
4. Responsible for remedying problems in collections of past due accounts, including computation of interest or penalties, contacting customers to establish payment plan, and recommending write off's of uncollectible accounts and turning these uncollectible accounts over to a collection agency as necessary.
5. Works with other finance department staff to reconcile accounts receivable balances as reported on the accounts receivable aging report and general ledger and makes corrections as necessary.
6. Responsible for month-end processing and fiscal year-end processing, under the direction of the Finance Officer.
7. Responsible for the collection of non-sufficient funds checks and associated fees.
8. Assists with fiscal and grant year end closings.
9. Utilizes spreadsheet applications on a regular basis for financial analysis and report generation. Uses calculator, typewriter, copy machine, personal computer, printers, FAX and shredder.
10. Voucher refunds-overpayments.
11. Carries out special projects, researching financial problems as directed by supervisor.
12. Requires cross training with staff as required by supervisor.
13. Inasmuch as this is a new combination of tasks, other duties will be assigned, as required.

The above statements are intended to describe the general nature of work to be performed. They are not to be construed as an exhaustive list of all job duties performed.

**QUALIFICATIONS:**

Required	Preferred
<ul style="list-style-type: none"><li>• Associates degree in business administration or at least three years experience of accounting and/or budgeting (not bookkeeping or data entry – see TYPICAL DUTIES, above). (Accounting test required).</li><li>• Keyboard 50 wpm (testing required).</li><li>• Excel and Word intermediate proficiency (testing required).</li><li>• Previous receivable/invoicing experience.</li><li>• Attention to detail and accuracy are of paramount importance.</li><li>• Excellent work, attendance and discipline record.</li><li>• Excellent references and background check.</li><li>• Excellent mathematical, analytical, written/oral communication and time management skills.</li></ul>	<ul style="list-style-type: none"><li>• Proficiency in Tyler Technologies Munis software.</li><li>• Self-starter. Learns on the fly.</li><li>• Public sector experience.</li><li>• Experience with grants.</li><li>• Completes tasks with minimal supervision.</li></ul>

**Physical:** This position involves sitting most of the time and being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight and frequency: generally, up to 20 pounds of force from zero amount of time up to one third of the time. Must have a valid Michigan operators' license.

Must perform essential functions of the job with or without reasonable accommodations.

Make application online at [www.baycounty-mi.gov](http://www.baycounty-mi.gov) or in person/via: US Mail to the Bay County Personnel Department, 515 Center Avenue, Suite 301, Bay City, MI 48708, no later than **4:00 p.m. Friday, August 21, 2015.**

**EQUAL OPPORTUNITY EMPLOYER**

“Bay County does not discriminate on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental limitation, familial status, sexual orientation, or gender identity/expression.”